

# **DUTY STATEMENT**

## **DEPARTMENT OF STATE HOSPITALS - PATTON**

<b>JOB CLASSIFICATION: REGISTERED NURSE (Safety)</b> <b>NURSING POLICY AND PROCEDURE COORDINATOR</b>
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### **1. MAJOR TASKS, DUTIES AND RESPONSIBILITIES:**

Under administrative and professional direction of the Nurse Administrator in a state hospital, is responsible for the **ongoing monitoring, assessing, and making of recommendations to assist in maintaining quality nursing care for the biopsychosocial needs of patients and assist in keeping nursing services staff current in nursing practice. Develops Nursing Policies and Procedures based on Standards of Practice, Public Health Department (Licensing), Joint Commission Standards, and Evidence-Based practices. Assures education and training of nursing care on new policies or procedures.**

**60%**

#### **NURSING POLICY AND PROCEDURES:**

Develop and revise nursing policies and procedures based on Joint Commission, Public Health Department (Licensing) requirements, Administrative Directives, Special Orders, Standards of Nursing Practice, and Evidence-Based Practices. Develop nursing protocols in collaboration with other clinical departments that have oversight for specific processes for care and practices for patient care.

- Monitors nursing care; evaluates effectiveness of policies; collaborates with hospital staff in the development, review, and/or updating of nursing policies and procedures.
- Assists the CNS/SRN's and HSS staff in providing ongoing in-service training of new or revised nursing policies and procedures, or in-service review of policies for identified needs.
- Serves as a consultant to the HSS staff and nursing staff on matters of nursing policy.

**20%**

#### **COMMITTEE PARTICIPATION:**

Actively participate on hospital committees with the intent to elicit input as well as provide expertise for developing nursing policy. Attend, analyze, and prepare a monthly feedback system for each committee assignment. The following committees provide oversight pertaining to key nursing issues:

- a. Emergency Care Committee
- b. Pharmacy and Therapeutics Committee
- c. Infection Control
- d. Other committees that may impact nursing policy

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**10%      LIAISON:**  
Liaison between Central Nursing Services and the Staff Development Center

**5%      COORDINATION OF TRAINING OF NEW/UPDATED POLICIES:**  
**Assist with development of** curriculum and educational instruction of new or revised nursing policies and procedures; assess, analyze, plan, and prepare educational materials for presentation of new or revised nursing policies and procedures.

- Work with the Nurse Administrator, the CNS/SRN's, HSS and Staff Development staff to provide specific training on new policy or nursing policy revision.

**5%      OTHER DUTIES:**  
Other duties as directed by the Nurse Administrator

**2.      SUPERVISION RECEIVED:**  
Under direct supervision of the Nurse Administrator.

**3.      SUPERVISION EXERCISED:**  
None

**4.      KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**  
General medical and psychiatric nursing principles and techniques in planning, organizing, and conducting educational courses.

**ABILITY TO:**  
Apply the principles, methods, and techniques involved in conducting in-service training of new or revised nursing policies and procedures; keep records of policy revisions and NPP Committee meetings held, and prepare reports of progress and activities of the NPPM Coordinator position for the Nurse Administrator.

**5.      REQUIRED COMPETENCIES:**

- Computer Skills
- RN duties expected of a DSH State employee

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#### **INFECTION CONTROL**

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

#### **SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

#### **CPR**

Maintains current certification.

#### **COMPLIANCE WITH LEGAL MANDATES WHICH GOVERN HOSPITAL OPERATIONS:**

- Ensures the hospital meets the system wide expectations and requirements of the Civil Rights of Institutionalized Persons Act (CRIPA) and the United States Department of Justice (USDOJ).
- Practices Recovery Model principles as described in the Department of Mental Health Psychosocial Rehabilitation Manual.
- Facilitates/provides groups consistent with the requirements of Mail Treatment Services.

#### **PERFORMANCE IMPROVEMENT PRINCIPLES:**

Demonstrates awareness of Performance Improvement process and data collection activities; Maintains a Customer focused philosophy. Commitment to improve processes. Supports Performance Improvement activities.

#### **THERAPEUTIC STRATEGIES & INTERVENTION:**

Applies and demonstrates knowledge of therapeutic strategies and intervention skills with patients in stress or crisis mode.

#### **RESTRAINT or SECLUSION**

Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and / or seclusion.

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#### **CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

#### **SITE SPECIFIC COMPETENCIES**

- Ability to develop and evaluate nursing policies and procedures.
- Application of the nursing process, and its application to nursing measures.
- Ability to interpret licensing regulations and JCAHO standards as they pertain to education, nursing practice, and policy development.

#### **TECHNICAL PROFICIENCY (SITE SPECIFIC)**

- Emergency equipment including the AED, 12-Lead EKG
- Medical equipment used at PSH including the PCX Glucometer, CPAP, Oxygen Concentrator
- Computer skills with Word, Access, Excel, PowerPoint; WaRMSS, PLATO
- Computer skills to write, prepare reports, develop and/or revise nursing policies

#### **6. LICENSE OR CERTIFICATION**

It is the employee's responsibilities to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employee in this classification must:

- Possess the legal requirements to practice as a professional nurse in California as determined by the California Board of Registered Nurses.

#### **7. TRAINING – Training Category = Type I-RN**

The employee is required to keep current with the completion of all required training.

#### **8. WORKING CONDITIONS**

The employee is required to work any shift and scheduled in a variety of settings throughout the hospital any may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

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All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and can safely perform their essential job functions.

- To come to work on time and follow procedures for reporting absences
- Maintain a professional appearance.
- Appropriately maintain a cooperative, professional, and effective interaction with employees, patients, staff at many levels of the organization.
- Comply with hospital policies, procedures, and Administrative Directives.

_____ <b>PRINT Employee's Name</b>	_____ <b>Signature</b>	_____ <b>Date</b>
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_____ <b>PRINT Supervisor Name</b>	_____ <b>Signature</b>	_____ <b>Date</b>
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_____ <b>PRINT Nurse Administrator</b>	_____ <b>Signature</b>	_____ <b>Date</b>
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